



Instructions for Abandonment Application

Apply for the appropriate application through our online portal here located under the Planning and Zoning tab. An abandonment requires review and approval by the City Commission.

Include the following with your online submittal:

1. Letter describing the reason for the abandonment and specify what is to be abandoned and the dimensions of the portion of easement, street or alley.
2. Applicant Ownership List must include signatures of all abutting property owners to the proposed abandonment.
3. Map, drawn to scale, showing the proposed abandonment.
4. Provide metes and bounds for the portion in Microsoft Word format.

When the application has been accepted and deemed complete by staff, the applicant receives an email prompting payment through the online portal. Payment must be received before the abandonment request is scheduled for a City Commission hearing.

The applicant can follow the progress of the application by the workflow through the online portal and can communicate with staff on the Portal as well.



The bluebonnet spirit of Texas

APPLICATION FOR ABANDONMENT

APPLICATION FOR THE ABANDONMENT OF A PORTION OF AN ALLEY, EASEMENT OR STREET IN THE CITY OF ENNIS, TEXAS WHICH IS LOCATED BETWEEN

_____ **AND** _____ **AND BOUND**

BY _____

AND _____

DATE: _____

TO THE MAYOR AND CITY COMMISSION OF THE CITY OF ENNIS, TEXAS:

We, the petitioner(s) hereby make an application for the vacation, abandonment, and/or closure of a portion or entirety of the above named alley, easement or street. Exhibit No. A is a copy of the official petition of all abutting property owners requesting said closure or abandonment.

We, the petitioner(s) agree to hold the City of ENNIS harmless, and indemnify it against all suits, costs, expenses, and damages that may arise or grow out of this request for closure and abandonment.

Exhibit No. B is a plat or sketch (drawing) of the alley, easement and/or street sought to be vacated and also shows: a) the surrounding area to the nearest street in all directions; b) all of the abutting lots; c) the blocks in the addition in which the above described portion of the street is situated; and d) the record owners of each such lots.

By our signature(s) on the petition we agree to pay the costs of the appraisal, title search and survey of the property and the administrative fee. We understand that without the payment of such costs, the City will not proceed with appraisal of the alley, easement or street we are requesting to be abandoned and vacated. We also understand that these costs and fees are not refundable.

Exhibit No. C is copies of recorded deeds or a title check performed by a title company showing current ownership of all property contiguous to the area proposed to be abandoned because:

Current use of alley:

Exhibit No. D is the consent of all public utilities to the vacation of the alley.

Printed Name

Printed Name

Signature

Signature

Date

Date

THE STATE OF TEXAS §
COUNTY OF _____ §

BEFORE ME, the undersigned authority, on this day personally appeared _____ known to me to be a credible person and one of the signers of the foregoing application, and who, after being by me duly sworn, did upon (his)(her) oath state that the information contained in such application is true and correct to the best of (his)(her) knowledge and belief.

Notary Public, State of Texas

THE STATE OF TEXAS §
COUNTY OF _____ §

BEFORE ME, the undersigned authority, on this day personally appeared _____ known to me to be a credible person and one of the signers of the foregoing application, and who, after being by me duly sworn, did upon (his)(her) oath state that the information contained in such application is true and correct to the best of (his)(her) knowledge and belief.

Notary Public, State of Texas

EXHIBIT A

PETITION FOR STREET, EASEMENT OR ALLEY ABANDONMENT

The undersigned hereby petition for street, easement or alley abandonment/closure at _____ between _____ and _____ in the City of Ennis, Texas. I understand that the City of Ennis Unified Development Code provision on street or alley abandonment/closures contains provisions for administrative fees and appraisal and survey costs to be paid by the petitioner(s) and I also understand that the City will not proceed with the appraisal or the closure unless all these funds are received by the City. I also understand that this fee and costs are not refundable.

After the City notifies the contact person of the appraisal and survey costs, and administrative fees, I understand that we will have **15 days** to deliver these sums to the City. Failure to do so will result in the rejection of our petition.

No petition signatures older than 6 months will be accepted.

By my signature, I am affirming that I own the property that abuts the street or alley that I am requesting be closed or abandoned.

| ADDRESS | NAME (Print) | SIGNATURE | PHONE | DATE |
|---------|--------------|-----------|-------|------|
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| | | | | |

Requestor:

Name: _____

Address: _____

Phone: _____